

**TOWN OF LONGMEADOW
SPECIAL TOWN MEETING
November 5, 2019 – 7:00 p.m.
Longmeadow High School
WARRANT**

COMMONWEALTH OF MASSACHUSETTS, HAMPDEN, ss

To Katherine Ingram, Town Clerk, or any of the Constables of the Town of Longmeadow, in said County:

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are directed to notify and warn the Inhabitants of the Town of Longmeadow, qualified to vote in elections and Town affairs, to meet in the GYMNASIUM of the LONGMEADOW HIGH SCHOOL in said Town on TUESDAY, the 5th day of NOVEMBER, 2019 at 7:00 p.m. o'clock in the evening and if the GYMNASIUM of the LONGMEADOW HIGH SCHOOL, shall not, in the opinion of the Moderator, be adequate to contain such Inhabitants who shall meet, then to meet also in and such other locations in the LONGMEADOW HIGH SCHOOL as the Moderator deems appropriate, at such time and place then and there to act on the following articles to wit:

ARTICLE 1.

To see if the Town will vote to raise and appropriate \$139,560.00, or a greater or lesser sum, from the FY 2020 Community Preservation Fund revenues for: CPA Fund Balance Reserve for Open Space \$46,520.00, CPA Fund Balance Reserve for Community Housing \$46,520.00 and CPA Fund Balance Reserve for Historic Preservation \$46,520.00, or take any other action relative thereto.

The Community Preservation Act (CPA) requires Town Meeting to appropriate or reserve for future appropriation at least 10% of the estimated annual CPA revenue for acquisition and initiatives for each of the following three categories: Open Space, Community Housing and Historic Preservation. Approval of this article will satisfy the requirement for FY 2020. Currently, the FY 20 State matching share is estimated at 11.57% of our current year's estimated revenues; surcharge, \$390,000.00 and other miscellaneous revenues \$30,000.00, and State match \$45,200.00.

Finance Committee

Recommended by the

ARTICLE 2.

To see if the Town will vote to raise and appropriate the sum of \$15,000.00, or a greater or lesser sum, for the purpose of conducting a pavement distress survey that will provide the listing of condition on all roadway segments in Town, along with a recommended improvement action and the associated cost of such improvements, or take any other action relative thereto.

This independent survey would assist decision makers of roadway improvements in the prioritization and financial planning regarding the capital investment in our streets.

Recommendation to be made on the floor

ARTICLE 3.

To see if the Town will vote to raise and appropriate the sum of \$45,000.00, or a greater or lesser sum, to supplement the FY 2020 Operating Budget - Fire Department line item for Firefighter Salaries, or take any other action relative thereto.

The Fire Department has been notified of two (2) retirements in early FY 2021. The timing of these retirements will create a staffing shortfall until the positions can be filled and the new employees trained. This transfer would allow the department to hire two replacement employees on or about December 1, 2019 to fill the

anticipated vacancies and have fully operational employees at the time of retirement. This will not add permanent FTE's.

Recommended by the Finance Committee

ARTICLE 4.

To see if the Town will vote to raise and appropriate the following sums, or greater or lesser sums, to supplement the FY 2020 Operating Budget for Debt Service as listed below to cover the FY 2020 debt service on the new Council on Aging Facility,

Maturing Principal on Long Term Debt	\$390,000.00
Interest on Long Term Debt	\$227,506.00

Or take any other action relative thereto.

This appropriation will cover the FY 2020 debt service on the October, 2019 bonding of the new Council on Aging Facility. It was not part of the original FY 2020 budget passed at the Annual Town Meeting in May of 2019.

Recommendation to be made on the floor

ARTICLE 5.

To see if the Town will vote to raise and appropriate the sum of \$100.79, or a greater or lesser sum, for the purpose of paying bills of prior year, or take any other action relative thereto.

As often happens bills from the prior fiscal year unexpectedly arrive the close of the books for the preceding year.

This appropriation would allow the Town to fully pay its obligations.

Recommended by the Finance Committee

ARTICLE 6.

To see if the Town will vote to (i) appropriate (a) \$1,265,000.00, or a greater or lesser sum, from the premium paid to the Town upon the sale of the bonds issued on October 30, 2019, to pay costs of the (a) LED streetlights project authorized by vote of the Town passed May 14, 2019 (Article 15) in the amount of \$100,000.00, or a greater or lesser sum, (b) landfill capping project authorized by vote of the Town passed May 14, 2019 (Article 14) in the amount of \$55,000.00, or a greater or lesser sum, (c) the Council on Aging Facility project authorized by vote of the Town passed May 8, 2018 (Article 14) in the amount of \$1,085,000.00, or a greater or lesser sum (d) Repairing the Morningside Drive Culvert project authorized by vote of the Town passed May 8, 2018 (Article 10) in the amount of \$25,000.00, or a greater or lesser sum, and to reduce the amount authorized to be borrowed for such projects, but not yet issued by the Town, by like amounts; and (ii) supplement each prior vote of the Town that authorizes the borrowing of money to pay costs of capital projects to provide that, in accordance with Chapter 44, Section 20 of the General Laws, the premium received by the Town upon the sale of any bonds or notes thereunder, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to pay project costs and the amount authorized to be borrowed for each such project shall be reduced by the amount of any such premium so applied.

This is an administration action required under the amended MGL Chapter 44 Section 20 for bond authorizations made after November 2016. It allows the Town to structure its bids on bonds being sold in such a way as to attract investor competition through the use of premiums and thus lowering the True Interest Costs the Town pays on the financing. As a result of the appropriation of the premiums a lesser amount was actually borrowed than authorized and the remaining authorized but unissued portion of the bonds are reduced by a like amount. The total amount available for expenditure for the projects equates to the actual amount initially

*authorized in the original bond authorization.
to be made on the floor*

Recommendation

ARTICLE 7.

To see if the Town will vote to transfer from available funds in the Treasury, the sum of \$175,000.00 or a greater or lesser sum, for the purpose of covering the cleanup costs associated with the July 6, 2019 microburst that hit the Town, or take any other action relative thereto.

On July 6, 2019 a microburst hit the Town in the area of the Town Green and surrounding neighborhoods. An Emergency Declaration was declared by the Select Board the following day in order that emergency measures were put in place to secure and clean the area. A separate accounting was made for the related costs associated with the microburst. This appropriation of funds would fund the costs incurred.

Recommended by the Finance Committee

ARTICLE 8.

To see if the Town will vote to transfer from available funds in the Treasury, the sum of \$125,700.00 or a greater or lesser sum, to supplement the Phase I costs associated with the permanent capping of the Birnie Road / Tina Lane Landfill, or take any other action relative thereto.

An \$800,000.00 bond authorization was approved at the May 14 Annual Town Meeting (Article 14) in order to meet the DEP imposed timetable of November 22, 2019 for the substantial completion of this section of the landfill, however actual costs determined through statutory bidding procedures has determined greater final costs. The DEP allowed the Town to use contaminated soils from the DPW site as capping material on this section of the landfill saving the Town millions in disposal costs. This long standing liability will surface again in the very near future (Phase II) as the DEP mandates the proper closing of the remaining portion of the landfill and has no relationship with the contaminated soils found at the DPW site.

Recommended by the Finance Committee

ARTICLE 9.

To see if the Town will vote to transfer from available funds in the Treasury, the sum of \$125,000.00, or a greater or lesser sum, to the FY 2020 Operating Budget for Legal Expenses to cover costs associated with protecting the Town's interest dealing with the distribution of natural gas in Town and other legal matters associated with the site for the new DPW facility, or take any other action relative thereto.

The Town has and will continue to engage legal experts in the field of natural gas distribution in order to protect the Town's interest in public safety and public health. Also, the Town is exploring legal remedies to help offset additional costs associated with the site for the new DPW facility. This appropriation is an up-front estimate of the potential legal costs that may be incurred in protecting the Town's interests.

Recommendation to be made on the floor

ARTICLE 10.

To see if the Town will vote to transfer from available funds in the Treasury, the sum of \$45,000.00, or a greater or lesser sum, for the purpose of providing the Town's share (25%) of a Municipal Vulnerability Program Grant, or take any other action relative thereto.

The Town has applied for a Municipal Vulnerability Program (MVP) grant for the purpose of mitigating future erosion and tree damage within Town. Recent storms have caused excessive erosion to our ravines and gullies along with damage to the Town's tree population. The grant is two-fold. The first part of the grant will allow the Town to conduct a comprehensive study of our 14,000+ public trees, along with providing a report and a software based management plan. The second part will be used to conduct an engineering analysis of the

Dwight Road drainage system and to provide alternative analysis and preliminary design services. The grant will assist the Town in applying for additional grants for future work on the projects

Recommendation to be made on the floor

ARTICLE 11.

To see if the Town will vote to transfer from available funds in the Treasury the sum of \$140,000.00, or a greater or lesser sum, to supplement the FY 2020 Operating Budget - DPW Forestry account for the remainder of fiscal year 2020 for the purpose of continuing to remove or prune potentially hazardous trees on Town property or rights of way, or take any other action relative thereto.

Two and a half months into FY2020, approximately 66% of the Forestry budget has been spent on removing and pruning hazardous trees throughout Longmeadow. An estimated \$140,000.00 is needed to continue to safely maintain the Town's tree canopy, including \$20,000.00 for treating Dutch Elm Disease and Emerald Ash Borer.

Recommended by the Finance Committee

ARTICLE 12.

To see if the Town will vote to transfer from available funds in the Treasury the sum of \$25,000.00, or a greater or lesser sum, to supplement the FY 2020 Budget - DPW Planting account for the remainder of fiscal year 2020 for the purpose of satisfying 200+ tree planting requests, or take any other action relative thereto.

As of mid-September, 246 public shade trees have been lost to storms or hazardous condition in 2019, and there are 200+ open planting requests. 140 trees are expected to be planted in the fall, but additional funding is needed to satisfy the remaining planting requests in the spring of 2020.

Recommended by the Finance Committee

ARTICLE 13.

To see if the Town will vote to transfer from available funds in the Treasury the sum of \$87,800.00, or a greater or lesser sum, to the Operating Stabilization Fund, or take any other action relative thereto.

Per policy of the Select Board, all free cash amounts in excess of \$500,000.00, once the Town's fiscal year's budget is balanced and related financial matters covered, shall be transferred into the Town's Operational Stabilization Fund established by vote of Town Meeting on November 18, 2003 pursuant to Massachusetts General Law Chapter 40, Section 5B. This will help improve future credit rating opinions that currently state the Town's "financial position is adequate, but this factor is relatively weak when compared to the assigned rating of Aa2". The August 13, 2019 Moody's Credit Opinion can be read on the Finance Department's web page on the Town website. Our latest credit rating from Standard and Poors (October 11, 2019) states "a lower reserve position relative to the budget, we could lower the rating". This opinion can also be found on the Finance Department's webpage.

Recommended by the Finance Committee

ARTICLE 14.

To see if the Town will vote to appropriate the sum of \$1,300,000.00, or a greater or lesser sum, to pay additional costs of constructing and equipping a new Department of Public Works facility; to determine whether this amount shall be raised by taxation, transfer from available funds, borrowing or otherwise, or take any other action relative thereto.

During the early phases of construction asbestos was discovered buried under the asphalt of the then parking lot of the former tennis facility. It was subsequently required by the Massachusetts Department of Environmental Protection (DEP) to be removed and disposed of properly. Working with the DEP, the Town

removed, in the most cost efficient manner, the contaminated soils by using the material as cover at one of the Town's former, not properly capped landfills. The cost of remedying this matter was in excess of \$2,500,000.00 and eliminated any costs savings achieved in the construction phase bidding process along with any contingencies built into the project. This additional appropriation is needed to complete the DPW project. It is more than likely to be a bond authorization.

To date, financing of the DPW project includes: the borrowing of \$19,860,000.00 of the \$21,205,000.00 bond authorization (Article #10 May 9, 2017 Annual Town Meeting), the appropriation (Article #4 October 16, 2018 Special Town Meeting) of \$1,345,000.00 of bond premiums received on the borrowing; and the yet to be borrowed \$1,345,000.00 of the original bond authorization for a total of \$22,550,000.00.

Recommendation to be made on the floor

ARTICLE 15.

To see if the Town will vote to authorize the Treasurer to borrow the sum of \$2,000,000.00, or a greater or lesser sum, to complete Phase II of the capping of the remaining portion of the Birnie Road /Tina Lane landfill and related costs, or take any other action relative thereto.

The Town operated the landfill from 1958 through 1979. The Town has been working with the Department of Environmental Protection (DEP) over the last ten years on its permanent closure. Approval of the article will allow the Town to mitigate the long standing environmental liability and prepare the site for future use years to come. The DEP imposed timetable to complete Phase II is 12/31/2020.

Recommended by the Finance Committee

ARTICLE 16.

To see if the Town will vote to transfer from Water Retained Earnings the sum of \$236,000.00, or a greater or lesser sum, for the purposes of replacing Water Mains on Fairview Street, or take any other action relative thereto.

This project was a recommendation from the 2008 Tighe and Bond report and will replace a 4" water main with an 8" main fitted with new valves, new service lines, and new hydrants. The project will improve the water quality to the residents and capacity for fire protection.

Recommended by the Finance Committee

ARTICLE 17.

To see if the Town will vote to transfer from the Community Preservation Act account for the Wolf Swamp Fields Ring Road the sum of \$50,000.00, or a greater or lesser sum, to a Community Preservation Act account for Irrigation Improvements at Glenbrook Middle School, or take any other action relative thereto.

Glenbrook fields are used by students as well as (4) town-sponsored associations: Longmeadow Youth Soccer, Longmeadow Youth Girls Lacrosse, Longmeadow Little League and Longmeadow Girls softball. The combined participation is over 1,500 youths. The current irrigation system is over 20 years old and has zone sections that need replacement. The May 2018 Annual Town Meeting appropriated \$35,000 for well and irrigation repairs but additional funds are needed to complete the job, as underground issues were discovered once the initial repairs began. Functional irrigation will allow for better field maintenance and improved field conditions.

Recommendation to be made on the floor

ARTICLE 18.

To see if the Town will vote to transfer from the Community Preservation Act account for the Leveling of Wolf Swamp Fields the sum of \$71,500.00, or a greater or lesser sum, to a Community Preservation Act account for

Renovations of Baseball Fields at Blueberry Hill School, Wolf Swamp School, Glenbrook Middle School and Bliss Park, or take any other action relative thereto.

Increase in youth sport participation has warranted the use of baseball fields that exist but have not been included in regular maintenance. These funds will allow for immediate playability at Blueberry Hill, and Wolf Swamp Schools, both fields at Bliss Park and (2) fields at Glenbrook Middle School. Field conditions, especially at the two elementary schools are currently unusable. With the impending construction at Wolf Swamp fields, the need for adequate baseball fields is at an all-time high. Longmeadow Little league has over 375 participants and is the primary benefactor of this project. It would allow them to continue to offer T-ball and have adequate fields during the Wolf Swamp construction, as these are all in-town teams and have no relocation option. It will allow for a much needed field resting program once the Wolf Swamp project is complete

Recommendation to be made on the floor

ARTICLE 19.

To see if the Town will vote to authorize the Longmeadow Select Board to petition the Massachusetts State Legislature to revoke the May 14, 2019 Annual Town Meeting vote of Article 35 whereby Town Meeting accepted the provisions of Massachusetts General Law Chapter 51, Section 16A which created a four (4) member Board of Election Commissioners to replace the three (3) member Registrars of Voters, or take any other action relative thereto.

The Board of Election Commissioners is requesting that this acceptance of the statute be revoked, which it can be by Town Meeting, but only after a three (3) year duration. This request would accelerate the revocation of the new statute. Within the newly accepted statute certain duties and responsibilities shift from the Town Clerk to the Election Commissioners which they feel they are unsuited to handle on their part time \$300.00 annual stipend.

ARTICLE 20.

To see if the Town will vote to amend the General Bylaws, Article Three Town Procedures, Chapter 200 Town Elections, Section 3-202 Voting Hours:

The polls shall be open from 7:00 o'clock in the morning until 8:00 o'clock in the evening. The hour of opening may be earlier if ordered by the Select Board. For elections in which state officers are to be elected, the Select Board shall order the polls to be open such additional time as shall be necessary to meet the requirements of General Laws, Chapter 54, Section 64.

Or take any other action relative thereto.

This change in the hours, from an 8:00am opening to a 7:00am opening will accommodate the many registered voters who vote prior to going to work or others whose day gets much busier as it progresses. It will also make the hours of voting consistent with those of the State and Federal elections.

ARTICLE 21.

To see if the Town will vote to amend as follows Section 2-601(f) "Water and Sewer" "Water Service" of the General Bylaws of the Town, or take any other action relative thereto.

1. Add the phrase "by fees based on connection and measured usage" to Section 2-601(f) so that, as revised, section 2-601(f) of the Bylaw would read as follows:

(f) Water Service. The Department of Public Works shall install and maintain in proper working condition, a water meter on each service and shall charge for water by fees based on connection and measured usage. The DPW shall require a separate connection for each estate.

The bylaw, as currently written, only allows water related costs of the Water and Sewer Department to be covered through metered water usage. This proposed change will allow the Select Board, acting as Water and Sewer Commissioners, to add connection charges that will enable the Town to collect revenue that supports Water Department fixed and infrastructure costs from customers whose zero seasonal usage limits their participation in paying fixed and capital costs. This change would bring the water billing system in-line with the sewer billing fees that include a connection and usage component

ARTICLE 22.

Citizen Petition

To see if the Town will vote to ban the sale and use of single use plastic straws and polystyrene food and beverage ware and packing from stores, food establishments and public venues, or take any other action relative thereto.

SINGLE USE PLASTIC STRAW and POLYSTYRENE FOOD AND BEVERAGE WARE AND PACKAGING BAN Bylaw.

Purpose:

Single Use Plastic Straw and Polystyrene Food and Beverage Ware and Packing Ban Intentions and Findings

It has been found that: 1) Plastic straws are rarely recycled. 2) Plastic straws take up to 200 years to degrade and are never fully absorbed by the planet. 3) The degrading of plastic straws releases chemicals toxic to wildlife and the environment the United States uses 500 million straws per day. 4) There is currently a national movement to reduce and ban the use of plastic straws and reasonable affordable alternatives are available. 5). The elimination of expanded polystyrene food containers is in the best interests of the health and welfare of town inhabitants because, in 2011, the U.S. Department of Health and Human Services, through its National Toxicology Program, has determined that styrene is reasonably anticipated to be a human carcinogen, which can leach into food and beverages via polystyrene containers.

Because Longmeadow has a duty to protect the natural environment, the economy, and the health of its citizens, this by law proposes to ban the sale or dispensing of single use plastic straws, including those made from polyethylene, polypropylene, and polystyrene, by any food establishment, retail establishment, or public venue in the Town of Longmeadow as well as prohibit the use of polystyrene food and beverage containers or serving items from food service establishments if the packaging takes place on the premises of food service establishments

Definitions

As used in this chapter, the following words shall have the following meanings unless the context clearly requires otherwise:

“Plastic straw” shall mean any single use plastic straw including but not limited to those made from polyethylene, polypropylene, and polystyrene.

“Disposable Food Container” All containers – bowls, plates, trays, cartons, cups, lids, and hinged or lidded containers – designed for one-time or non-durable use that are used by food establishments for heating, storing, packaging, serving, or transporting prepared or ready-to-consume food or beverages. This includes any containers used by Food Establishments to heat, cook, or store food or beverages prior to serving, regardless of whether such containers are used to serve such food or beverages.

Polystyrene: Blown polystyrene and expanded and extruded foams, which are thermoplastic petrochemical materials utilizing a styrene monomer and processed by any number of techniques including, but not limited to, fusion of polymer spheres (expandable bead polystyrene), injection molding, form molding, and extrusion-blow

molding (extruded foam polystyrene). The term also refers to clear or solid polystyrene, also known as “oriented” or “rigid” polystyrene.

“Store” means a retail establishment store, person, corporation, partnership, business venture, or vendor that sells or provides merchandise, goods or materials directly to a customer, whether for or not for profit, including but not limited to restaurants, pharmacies, convenience and grocery stores, liquor stores, seasonal and temporary businesses, farmers’ markets, public markets, jewelry stores, and household goods stores.

“Food Establishments” shall mean any operations including without limitation schools, farmers’ markets and other public venues that store, prepare, package, serve, vend or otherwise provide food for human consumption. Any establishment requiring a permit to operate in accordance with the State Food Code, 105 CMR 590.000, et. seq., shall be considered Food Establishments for the purposes of this bylaw.

“Public Venues” shall mean operations including but not limited to meeting halls, churches, Town offices, the Senior Center, Recreation Department, Library, and schools.

“Director” means the Health Director, or other administrator assigned by the Town Manager.

“Department” means the Longmeadow Department of Health.

Use Regulations

Single Use Plastic straws or Polystyrene shall not be used, dispensed, or sold by food establishments, retail establishments and/or public venues within the Town of Longmeadow on or after six months after this by law is approved by the Attorney General’s office of Massachusetts.

PENALTIES AND ENFORCEMENT

A. The Director of the Longmeadow Department of Health, or other administrator as assigned by the Town Manager shall have the authority to enforce this bylaw.

B. Each “Store, food establishment, and public venue” shall comply with this bylaw.

C. If it is determined that a violation has occurred the Director shall issue a warning notice to the Store for the initial violation.

D. The penalty for each violation that occurs after the issuance of the warning notice shall be no more than: 1. \$25 for the first offense 2. \$50 for the second offense and all subsequent offenses. 3. No more than one penalty shall be imposed upon a “Store, food establishment or public venue” within a seven (7) calendar day period.

4. The Store, food establishment, or public venue shall have fifteen (15) calendar days after the date that a notice of violation is issued to pay the penalty.

5. EFFECTIVE DATE All of the requirements set forth in this bylaw shall take effect within six months of passage. In the event that compliance with the effective date of this bylaw is not feasible for a small Store, food establishment, and public venue because of undue economic hardship, the Department may grant a waiver of not more than six months upon application of the owner or the owner’s representation to the Board of Health.

6. SEVERABILITY It is the intention of this bylaw that each separate provision of this Chapter shall be deemed independent of all other provisions herein, and it is further the intention that if any provision of this Chapter be declared to be invalid by a court of competent jurisdiction, the remaining provisions of this Chapter shall remain valid and enforceable.

To ban the sale and use of single use plastic straws and polystyrene food and beverage ware and packing from stores, food establishments and public venues because Longmeadow has a duty to protect the natural environment, the economy, and health of its citizens.

ARTICLE 23.

Citizen Petition

To see if the Town will vote to transfer from available funds in the treasury \$110,000, or a greater or lesser sum to construct a sidewalk along the east side of Knollwood Drive stopping at the intersection of Knollwood Circle, or take any other action relative thereto.

The urgent need to construct a sidewalk along the east side of Knollwood Drive from Wolf Swamp Road to the intersection of Knollwood Circle to further connectivity for pedestrians and bikers and provide a safe commute for students who walk, bike or are driven to school.

ARTICLE 24.**Citizen Petition**

To see if the Town will vote to transfer from available funds in the Treasury the sum of \$15,000, or a greater or lesser sum, for the study of the design, layout, and location on Town-owned land of an outdoor skate park. The park shall be designed for the use by people engaged in skateboarding, cycling, scootering, rollerblading or similar activity, or take any other action relative thereto.

There is currently no nearby skatepark which can be easily accessed by residents of Longmeadow. Residents must drive to other towns to use a skatepark. Skateparks are popular with children, teenagers, and some adults. Skateboarding, cycling, scootering, and rollerblading are excellent forms of exercise. Construction of a skate park anywhere in Longmeadow would give easy access to Longmeadow residents, and many children would be able to reach the park by bicycle. This kind of exercise is critical at a time that childhood obesity and time spent on screens is increasing.

AND you are hereby directed to serve this Warrant by posting attested copies thereof in five (5) public places in said Town fourteen (14) days, at least, before the time of holding said meeting.

HEREOF fail not and make due return of the Warrant with your doings thereon unto the Town Clerk at or before the time of holding said meeting.

Given UNDER our hands this 21st day of October 2019 A.D.

SELECT BOARD OF LONGMEADOW

Marie Angelides, Chair Person

Richard Foster, Vice Chair Person

Marc A. Strange, Clerk

Thomas Lachiusa

Mark Gold

I hereby certify that the above notice has been duly posted in all 5 precincts.

Constable

Date

Town Meeting Rules of Procedure

Moderator Rebecca M. Townsend

Welcome! Longmeadow Town Meeting is conducted in accordance with the Commonwealth of Massachusetts General Laws, our Charter, Bylaws, *Town Meeting Time*, tradition, and Moderator discretion and policies. Wherever possible the Moderator will explain to Town Meeting her rulings, keeping in mind the flow of the deliberation and an eye on the clock.

Attendance

1. Longmeadow registered voters are allowed on the floor of Town Meeting. Visitors and the press must be seated in the designated areas.
2. Once voting has begun and is in process, no one is to be allowed into the Town Meeting room(s). Voters should stay until the vote is called.
3. There will be no distribution, dissemination, or solicitation of any materials of any kind within Town Meeting without first obtaining permission from the Moderator.

Speech

1. All questions and discussions must be directed through the Moderator.
2. To speak to an issue at Town Meeting, wait to be recognized by the Moderator and identify yourself by name and address.
3. Be brief. Speakers are encouraged to add new points to the deliberation as opposed to repeating what others have already stated. Speech must be civil, respectful, and ethical.
4. People in line who have not yet had a chance to speak will be given preference over repeat-speakers whenever feasible. A voter may speak twice on a given issue and shall wait until others have had an opportunity to speak before he or she speaks a third time (except for clarification or explanation). Any speaker wishing to speak a fourth time must gain approval of Town Meeting.

Motions

1. All motions for amendments must be in writing. The motion is then available for general deliberation—in favor, opposed, or questions.
2. Remember to listen closely to the motion as orally stated. Articles printed in the warrant provide a “warning” to voters about what will be presented. Motions may vary slightly from the printed article in the warrant, and must be within the scope of the article. The motion activates the warrant article; voters vote on *motions*, not on warrant articles.
3. After a motion has been made and seconded, the chief proponent of the motion speaks first, followed by a representative from appropriate Town Boards, who state the board’s majority opinions, if applicable.
4. Non-debatable motions (e.g., to move the previous question/come directly to a vote, or to lay or remove from the table) must be made *directly* after speaker identification. If such a motion comes at the end of a speech, it will be ruled out of order.

Votes

1. Only those registered voters issued a colored card may vote at Town Meeting. Voters shall raise this card so that it may be seen by the Moderator.
2. Town Meeting voters must be seated in order to have their votes counted.
3. If there is a question or doubt about the result that the Moderator announces, that doubt should be raised immediately after the announcement. A voting card count shall be conducted.
 - a. Counted votes will be conducted by tellers appointed by the Moderator.
 - b. Tellers will work in pairs and only count in the section assigned to them. One will have a hand-clicker. The other will have a clipboard, pen, and tally sheet.
 - c. Voters must pay attention to the directions the tellers make. They will instruct voters in a given row to raise their cards at a given time and will individually count each section. They will compare the subtotal immediately. If there is a discrepancy, they will recount that section right away, otherwise they will move on to the next row.

- d. Each pair of tellers will report their section's total votes to the Moderator via a microphone. The Moderator, Clerk, and Town Counsel will tally the votes, and the Moderator will announce the outcome.
- For a listing of relevant laws, please see "Massachusetts Laws About Town Meetings" <http://www.mass.gov/courts/case-legal-res/law-lib/laws-by-subj/about/townmeeting.html>
 - Citizens may also consult to the Secretary of State's Office for the "Citizen's Guide to Town Meetings" <http://www.sec.state.ma.us/cis/cistwn/twnidx.htm>
 - Town Charter: <http://www.longmeadow.org/documentcenter/view/1549>
 - Longmeadow's Bylaws: <http://www.longmeadow.org/282/Town-Bylaws>

Relevant Sections of the Bylaws

3-313. Order and Decorum. The Moderator has the duty to preserve order and decorum in a Town Meeting and to this end; he has authority to direct a police officer or constable of the Town to do any act that he believes is appropriate.

3-316. Precedence of Motions. When a question is before a Town Meeting, the Moderator shall not receive a motion that does not relate to that question, except a motion to adjourn or some other motion that is privileged in its nature. The Moderator shall not receive a motion relating to the question except: (a) A motion to lay on the table; (b) A motion for the previous question; (c) A motion to postpone to a time set; (d) A motion to commit or re-commit; (e) A motion to postpone indefinitely; or (f) A motion to amend. These motions have precedent in the order in which they are here arranged. The Moderator shall permit debate upon the merits of the main question upon a motion to postpone indefinitely or upon a motion to amend.

3-317. Motion to Cut Off Debate. The Moderator shall not receive a motion to cut off debate on any motion that is before a meeting until at least five (5) voters have spoken for, and five (5) voters have spoken against, the pending motion; but if fewer than five (5) voters have asked to speak for or against the pending motion, the Moderator may receive a motion to cut off debate after the voters who have asked to speak, not to exceed five on either side, have had an opportunity to do so.

3-318. Limits on Speech. Except when the Moderator has recognized a voter for the correction of an error or to state an explanation, a voter is not entitled to speak more than two (2) times on one question until others who have not spoken have had an opportunity to do so, and a voter is not entitled to speak more than three (3) times on one question, without first obtaining leave of the meeting to do so.

3-319. Written Motion. The Moderator has the authority to require that a motion be reduced to writing.

3-321. Use of Names. The Moderator is authorized to refer to a person by name for the purpose of identification or recognition; but otherwise, one person shall not refer to another person by name in a Town Meeting.

3-322. Debate Question. A person who desires to ask of another person a question relating to debate shall put the question to the Moderator.

If citizens have more questions about Town Meeting, please contact rtownsend@longmeadow.org

"Stand up to be seen. Speak up to be heard. Sit down to be appreciated"

--John Wheeler, Moderator, Plymouth, VT for 28 years

(Cited by Frank Bryan in *Real Democracy*)